



**South Orange and Maplewood School District
Seth Boyden/ Tuscan School Project
Maplewood, NJ
Project Meeting No. 3
August 11, 2021**

Attendees:

David Palus-Epic
Kathy Tartaglia- Epic
Jeff Martin- Spiezle
Bruce Harkins- Spiezle
Dimitri Mitranov-APS
Sheila Murphy- SOMSD
Shannon Glander- SOMSD
Brad Bertani- SOMSD
Andrea DelGuercio- SOMSD

3.1 Safety and Loss Prevention

- 1.1.1 General Site Safety was discussed. All workers onsite are required to follow the OSHA standards and safety as defined within the project specification; that is, hardhats, eye protection, boots, gloves, etc.
- 1.1.2 COVID 19: The contractor is to follow the schools Covid 19 procedures and the CDC guidelines /recommendations.
- 1.1.3 Criminal Background Checks: As per the project Supplemental Conditions specifications Article 10.1 Safety Precautions and Programs, 10.1.9 Criminal Background Checks, the contractor shall provide proof to the owner that each worker assigned to a project involving contact with children has had a criminal history background check (refer to specifications for additional language).

Epic will also forward the finger printing application to APS; that is, the IDEMIA service code for new applicants.

Update 7/28/21: APS has responded to the schools attorney direction pertaining to the Background checks and has restated their position through their attorney's correspondence. Update 8/12/21: The school's attorney responded to APS letter and reiterated their stance that the background checks are required per the construction contract. APS noted that they will be following through with the background check requirements for the project.

- 1.1.4 Site security: The contractor was reminded that the sites are to be secure at the end of the workday and all gates locked. The owner will require a copy of the gate lock key or appropriate passcode if utilized. Pending 7/28/21, gate key or combination lock to be provided to owner. Update 8-11-21, the site entrance gate locks have been provided at both schools and the combination code given to the owner. (this item is closed)
- 1.1.5 No Smoking Policy: No smoking/Vaping is permitted on the school grounds.

3.2 General Information

- 1.2.1 Certificate of Insurance: The most updated certificate of insurance is to be provided by APS. Update 7/28/21. Updated information sent to Epic and loaded into View Point. Spiezle (Bruce) noted that they will require a hard copy for their record. Update 8-11-21, Spiezle insurance hard copy has been provided (this item is closed)
- 1.2.4 Construction Parking: Staff parking is limited and therefore contractors are required to park on the adjacent streets. Limited parking spaces are to be utilized on site for drop off and picking up of equipment. The street behind the Seth Boyden School can be used for contractor parking. However, street parking is a little more limited at the Tuscan school and will be reviewed further. Update 7/28/21, APS is to use some site parking at the Tuscan school construction area. Overflow parking will have to utilize the side streets. (this item is closed) Update 8-11-21, a no parking ordinance has been provided for the Jacob Street, we will be reaching out to the police department to check if some temporary construction parking can still be provided.
- 1.2.5 Contractor Emergency Contacts: Contractor Emergency contact information is to be provided by APS. Posting of emergency information will be required when the construction trailers are mobilized. Pending 7/28/21, information to be posted in the GC trailer. Pending 8-11-21.
- 1.2.6 Site Photographs: APS is to take picture or recording of the site prior to the construction/renovation work. This documentation is to be forwarded to Epic for record purpose. It was also noted by Epic that the exterior storm drain appears to be full of debris at the side street near the construction entrance at the Seth Boyden School. Pending 7/28/21, Photo's to be provided by APS. Pending 8-11-21.

3.3 Permits and Inspections

- 1.3.1 Building Permit: The building permit information is to be provided by the Construction department. Plan review fees are also being reviewed and discussed between the Construction Department and BOE. It was noted that no work is to be performed until the permits are in hand. Update 7/28/21- APS updating information to the Building and Electrical jacket. 8-11-21, Building permits are finalized and the review fee is to be provided by the school district next week.
- 1.3.2 Fire Alarm Permit: To be followed up by APS/Construction Department
- 1.3.3 Sprinkler Permit: To be followed up by APS through design and submittals.
- 1.3.4 Electrical Permit: To be followed up by APS/Construction Department. Update 7/28/21, APS updating information to the Electrical jacket.
- 1.3.5 Mechanical Permit: It was discussed that construction HVAC information was noted on the submitted permit jacket. No formal permit required.
- 1.3.6 Plumbing Permit: To be followed up by APS/Construction Department
- 2.3.1 Soil Conservation- Application for Soil Erosion and Sediment Control Plan to be submitted to the Hudson, Essex soil conservation. Spiezle/ CME/ Epic to coordinate submission on owner's behalf. Update 8-11-21: School District to forward checks and signed district forms to CME for final package assemble, CME will then deliver the package to the Soil Conservation.

3.4 Utilities

No issues at this time

3.5 Submittals

- 1.5.1 The submittal log is to be provided by APS. Pending 7/28/21, 8-11-21.
- 1.5.2 Long lead items: APS noted that there is a potential delay for the steel joist and metal deck delivery for the Seth Boyden and Tuscan schools (Please refer to E-mail correspondence on the issue). We are looking at approximately 4 months delay for Seth Boyden School and a 2 month delay for Tuscan School. APS will have a more accurate delay impact once the Construction Schedule is finalized. Hopefully, the delivery date will improve with time

On another note, the idea of changing the bar joist to a beam was discussed for the Seth Boyden School. In addition, a metal decking substitute that is

available can possibly be utilized for the Tuscan School. APS is to generate a RFI and submit the information to the Design team for review. Pending 7/28/21. Update **8-11-21**, APS is following up with their steel sub-contractor on possible modification from joist to beams for the Seth Boyden School.

Update 7/28/21, HVAC Vertical Units- Delivery time for the vertical HVAC units to be received or at least the information should be in a delivery Queue.

3.6 Request for Information

No issues at this time.

3.7 Project Schedule

1.7.1 APS is to provide the Construction Schedule. Pending 7-14-21, 7/28/21.8-11-21. ACT sub-contractor is being obtained to create the construction schedule.

1.7.2 Summer renovation construction activities:
APS noted that no work was going to be performed to the renovation areas at both schools this summer with the exception of possibly electrical conduit work. Epic noted that a substantial amount of renovation work has to be performed next summer and that it would be prudent get a jump start on certain activities such as hydronic piping replacement. Update 8-11-21, it was reiterated by APS that no renovation work will be performed this summer. (This item is closed)

3.8 Work Activities

3.8.1

SETH BOYDEN ELEMENTARY SCHOOL

- Set up tracking pad- on going
- Relocate poles
- Begin foundation excavation
- Coordinate soils proctor samples with AEL and APS contracting
- Owner Asbestos abatement of UV heat shield to be performed from August 18th to the 23rd. No one allowed in the building during that time.

TUSCAN ELEMENTARY SCHOOL

- Install silt fence- on going
- Survey site & install batter boards
- Set up tracking pad
- Install sidewalk shed
- Mobilize and power construction trailers- on going
- Begin milling construction entrance road to site and CM trailers on 8-13-21.

3.9 Work Scheduled for the Next Two Weeks

3.10 Payment Applications

- 1.10.1 The schedule of values is to be provided by APS. Work is to be broken out into labor and materials for each construction activity. Renovation areas are to be broken out into floors and section so that the pencil copy will have a more transparent review of the work in the field. Once the Schedule of values is provided Epic and Spiezele will review and comment to APS. Pending 7/28/21, APS is reviewing electrical work items from their sub-contractor. Pending 8-11-21.

3.11 Construction Change Orders / Allowance

3.12 Non-Conformance Items

3.13 Testing and Inspections/code compliance

- 2.13.1 Testing – AEL will be performing the third party testing. Update 8-11-21, proctor samples to be coordinated with APS/Epic/ AEL. First soils inspection scheduled for this Friday (8-13-21)

3.14 Project Closeout

- 1.14.1 Documentation turn over: One hard copy to be provided and 2 (two) scan copies to be provided on Flash drives. (This item is closed)

3.15 Construction Related Items (new business)

- 3.15.1 Dust Control- Dust control is to be monitored for the existing classrooms located near the new school additions and site renovations. Attention to mechanical unit filter replacement and site dust control is to be performed.
- 3.15.2 Manpower documentation/Temperature reading- APS will be documenting the site manpower and performing daily temperature reading as related with COVID-19.

3.16 Next Scheduled Meeting

3.16 The next Project Meeting is scheduled for **Wednesday, August 25, 2021, at 10:00 AM**. The meeting will be a remote zoom meeting.

We believe the forgoing to be an accurate summary of all the discussions relative to this meeting. We will accept written notification regarding exceptions to this record within three (3) business days of its receipt. Failing such notification, we will consider this a record statement of fact.